



MANUAL GUIDE: Atlanta Human Resources Center Manual, CDC Chapter 900-1

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## **FARE SHARE PROGRAM**

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### **Attachment: 1. CDC/ATSDR FARE SHARE PROGRAM APPLICATION**

### **2. CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS, SF 1164**

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## **I. PURPOSE**

This guideline describes the CDC/ATSDR policy and procedures for the Fare Share Program which provides transportation subsidies to qualifying employees.

The goal of this program is to increase the number of employees who use public transportation and reduce the use of automobiles for employee commuting.

## **II. BACKGROUND AND AUTHORITY**

Executive Order 12191 directed agencies to promote ride-sharing as a means to conserve petroleum and oil, reduce congestion, and improve air quality.

Public Law 103-172 provides for the establishment of programs to encourage Federal employees to commute by means other than single-occupancy vehicles.

Based on current OMB guidance, transit benefit subsidies are tax-free financial incentives, as determined by the Internal Revenue Service. OMB Circular No. A-11, Section 35.4, states that payments to subsidize Federal employees commuting costs be charged and reported as personnel benefits. This program is allowable under the Federal Transit Benefit Program.

## **III. POLICY**

CDC<sup>[2]</sup> civil service employees and commissioned corps officers are eligible to participate in the Fare Share Program and upon receiving approval, may be reimbursed for expenses not to exceed the maximum allowable by law per month for use of public transportation to and from their place of employment.





Employees are encouraged to use monthly or weekly fare cards as generally the most economical method of payment for public transportation. Daily fares or tokens shall be authorized only with advance supervisory approval.

Participating employees found to be in violation of the Fare Share Program policy will have their Fare Share Program privileges revoked and may be required to pay back any subsidy reimbursements they have previously received.

Violations include transferring fare media to another person, not using public transportation as their primary source of transportation to and/or from work, etc.

Any false, fictitious, or fraudulent certification will render the employee subject to criminal prosecution under U.S. Code, Title 18, Section 1001, civil penalty action. This provides for administrative recoveries of up to \$5,000 per violation and/or agency disciplinary actions up to and including dismissal.

#### **IV. INELIGIBILITY**

Individuals who are not employees but who work at CDC under certain special staffing arrangements and some student/faculty programs are not eligible to participate in the Fare Share Program.

This includes but is not limited to advisory committee members, Disabled Veterans Unpaid Work Experience Program participants, experts and consultants, and persons employed under the Guest Researcher Program. It also includes the College Work-Study Program, High School Student Training and Education (Hi-Step) Program, Work Site Experience Program for Students, Cooperative Summer Program in Biostatistics and Epidemiology (IMHOTEP), and Visiting Fellow Program.

NOTE: Specific questions on employee eligibility should be directed to the servicing personnel generalist.

#### **V. RESPONSIBILITIES AND PROCEDURES**

##### **A. Center<sup>[3]</sup> Administrative Offices**

Provide overall administration, implementation, and monitoring within the center, as needed, for Fare Share Program operations.

Assist supervisors and employees within the center, as needed, for Program operations.

Review for eligibility and approve employee applications.

Notify employees of acceptance into the Program.

Review the supervisor-approved claims submitted for payment.

Obligate funds to be used for reimbursement to employees participating in the Program.

Notify the Atlanta Human Resources Center for appropriate action if Program violations are found.

Disallow reimbursement to employees found to be in violation of the Program.



## **B. Human Resources Management Office**

Provide overall planning, administration, implementation, and monitoring of the Fare Share Program.

Consult and negotiate the implementation of the policies and procedures associated with the Fare Share Program with CDC labor organizations.

Provide internal controls and periodic evaluation to measure the effectiveness of the Program. This includes but is not limited to submitting reports to Congress and the General Accounting Office on the implementation of transit subsidy programs and employees who have participated in such programs.

## **C. Participating Employees**

Complete Form CDC 0.1206, CDC/ATSDR Fare Share Program Application (see Exhibit 1), available from regular supply channels.

Certify by completion of Form CDC 0.1206, CDC/ATSDR Fare Share Program Application, that:

- Public transportation will be used as the primary source of transportation for daily commute to and/or from work more than 50 percent of the time. (Use of public transportation is not required for the entire commute.)
- Fare Share subsidy will be used solely for the daily commute to and/or from work.
- Fare Share media will not be transfer to anyone.

Submit application through appropriate administrative channels to center administrative office for approval. Employees must be approved for the Fare Share Program before submitting any claims for reimbursement.

Once approved, employees purchase their transit pass, get a receipt and file for reimbursement through the local travel system at the end of each month. Receipts should be available upon request, so they should be kept by the employee.

1. Complete Form SF 1164, Claim for Reimbursement for Expenditures on Official Business (see Exhibit 2), available from regular supply channels and attach receipts for expenses incurred.
2. Submit Form SF 1164 monthly through appropriate administrative channels for approval and payment. Reimbursement will be made by the same method as salary checks. (NOTE: All claims must be made through the local travel system. As of October 1, 2005, the Roybal Agent Cashier Services in Building 4, Room SB28 are discontinued.)

## **D. Supervisors of Fare Share Program Participants**

Certify that claims submitted for payment are correct and proper.

Notify the appropriate center administrative office of any Fare Share Program violations by any employee under their supervision for appropriate action.

## E. Financial Management Office

Financial Management Office provides payment of claims submitted by qualifying employees for expenses not to exceed the maximum allowable by law per month for use of public transportation as the employee's primary source of transportation for daily commute to and/or from work.

## VI. REFERENCES

- A. [Federal Facility Ride Sharing Program, Executive Order 12191](#)
- B. [Programs to encourage commuting by means other than single-occupancy motor vehicles, 5 U.S.C. 7905](#)
- C. [Statements or entries generally, 18 U.S.C. Section 1001](#)
- D. CDC Local Travel System. Last Updated October 2005

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<sup>[1]</sup> Updated to add CDC Local Travel System, replacing Agent Cashier for Roybal Campus.

<sup>[2]</sup> References to CDC also include ATSDR.

<sup>[3]</sup> For ease of reference within policy documents, center will refer collectively to CDC's national centers, institute, the National Immunization Program, the Office of Genomics and Disease Prevention, and the Agency for Toxic Substances and Disease Registry (an independent Health and Human Services agency that is led by the CDC director and for which CDC provides administrative services).